



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

QD-QA-001
REVISION I

EFFECTIVE DATE: October 22, 2004

ORGANIZATIONAL INSTRUCTION

ACCEPTANCE REPORTING INSTRUCTION

OPR(s)

QD10, QD20, QD30, and
QD40

OPR DESIGNEE

Shirley Blair

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		10/07/97	Initial release.
Revision	A	01/28/98	Added minimum requirements for parts tag issuance. Added information concerning electronic I&AR's using the Procurement Discrepancy Tracking System. Deleted requirement for receiving inspection log. Updated flowchart to reflect changes.
Revision	B	05/19/98	General revision.
Revision	C	02/08/99	Modified format of applicable documents list. Changed requirements for parts testing in paragraph 4.3.g. Deleted the acknowledgement sheet (Appendix B) and all reference to it. Deleted the term quality sensitive from document.
Revision	D	6/9/99	Changes made to reflect new organization code changes and/or Changes made to reflect new directives renumbering scheme and to incorporate the corrective action for closure of NCR 266
Revision	E	11/30/99	Changes made in order to comply with corrective action for RCAR 113
Revision	F	8/22/00	General revision made to the document in order to clarify roles and responsibilities.
Revision	G	9/05/02	Format and numbering change to implement requirements of QS-A-001 rev F.
Revision	H	8/15/03	Use generic term "inspection personnel" at 1.3, 4.1, 4.3, and 4.4. Clarify inspection personnel in applicability statement. Correct organizational code at 4.3 and Appendix A, 8(ii). Correct OI reference at 2.1 and 4.4. Add MSDS to listing in 4.4 (b). Add reference to Squawk Tag at 4.5 (b). Update records retention instructions for Project instruction in 8.0. Update applicable documents list. Update definitions in 3.
Revision	I	10/22/04	Revise per HQ Rules Review Action (CAITS: 04-DA01-0387). Change QS to QD to reflect S&MA organizational changes. Change to Times New Roman 12. Reverse Scope and Purpose to meet QD-A-001 format. Change MPG references to MPR. Update applicable documents in 2. Provide additional definitions in 3. In 4.3 (d) add instructions to save entries made to PDTs regarding I&AR status in (2) and (4). In 4.4 (b) require that a copy of the latest parts tag be in the WAD package. In 4.5 (c) address part removal, part tag updates, and notifications to the QARC for disassembly which alters the previously established part tag installation data and ABCSS database. Change Quality Records to just Records in 8 and add to disposition records per the Records Plan in the QARC. In Appendix A 3 (c) clarify that part tags are required for detail parts. Change wording in Appendix A Block 35 to state that Block 35 shall be required to be stamped when a final inspection has been mandated by Project or S&MA Lead/QE direction.

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ACCEPTANCE REPORTING INSTRUCTION

1. PURPOSE, SCOPE, APPLICABILITY

1.1 Purpose. This instruction provides detailed Quality Assurance acceptance reporting requirements to comply with MPR 8730.1 and product identification and traceability documentation requirements per MPR 8040.2.

1.2 Scope. This instruction provides requirements for initiation of parts tags, MSFC Form 312. (Formerly known as Inspection Report – IR).

1.3 Applicability. This instruction applies to all Safety and Mission Assurance (S&MA) inspection personnel and S&MA Mission Services Contractor (MSC) inspection personnel who perform verification, test, and inspection operations.

2. DOCUMENTS

2.1 Applicable Documents

MWI 4520.2 Use of the Procurement Discrepancy Tracking System (PDTs)

MPR 8730.1 Inspection and Testing

MWI 8730.1 Equipment Logs/Records

MPR 8730.3 Control of Nonconforming Product

MPR 8040.2 Product Identification and Traceability

QD-QA-018 Review of Work Authorizing Documents

2.2. Reference Documents

None

3. DEFINITIONS

DAR – Deviation Approval Request

DR- Discrepancy Record

EO – Engineering Order

EPL – Engineering Parts List

I&AR – Inspection and Acceptance Report

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MRB – Material Review Board
NHA – Next Higher Assembly
QARC – Quality Assurance Records Center
WAD – Work Authorizing Document

4. INSTRUCTIONS

4.1 General. The parts tag shall be used by all Safety and Mission Assurance (S&MA) and Mission Services Contractor (MSC) inspection personnel who evaluate produced and purchased parts, components, and assemblies. The parts tag is a quality control document used to reflect Quality Inspection processing, product traceability data, configuration status, and operations performed in the incremental analysis of a part, component, subassembly, or assembly. The parts tag shall reflect the status of verification operations performed and shall remain with the part during manufacturing, test, assembly, shipment, and storage. The parts tag shall not be issued for purchased items that do not have, as a minimum, a certificate of compliance that assures that the items meet the procurement specification.

4.2 MSFC Form 312 Instructions. Parts tags (MSFC Form 312) shall be utilized by inspection personnel to document verification results for parts shipped to or received from other NASA Centers, Government Agencies, and contractors. The parts tag shall be initiated for Government Furnished Equipment (GFE), procured hardware, and for parts manufactured/assembled in-house. Parts tag data shall be derived from the Inspection and Acceptance Request (I&AR), DD 250, WAD, etc. A black ballpoint pen shall be used to make bold and clear entries on the parts tag. Instructions for initiation and control of the parts tag are contained in Appendix A.

4.3 Receiving Analysis. I&AR's prepared electronically in the Procurement Discrepancy Tracking System (PDTS) per MWI 4520.2 are transmitted automatically by the PDTS system to assigned S&MA/MSC inspection personnel. Large structures may be delivered directly to a test or staging area where receiving analysis can be made. The receiving organization notifies S&MA inspection personnel of the location and availability of the hardware. **NOTE:** S&MA personnel shall accept or reject the hardware within 30 days of the issuance of the I&AR if payment by the Financial Management Office is contingent on inspection results. S&MA personnel shall:

a. Verify a copy of the contract or purchase order and the assigned quality requirements accompany procured hardware. If the purchase order is not provided and is not available electronically, then request from the applicable individual. If quality requirements were not imposed on the procurement, then the hardware shall be rejected and the cognizant Quality Engineer (QE) and S&MA Lead notified.

b. For receipt of Government owned hardware that was previously accepted, verify count and condition unless otherwise specified by the responsible quality engineer. Typically, hardware already owned by MSFC that is being transferred back to the Center will be accepted on the

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I&AR even if it is found to be nonconforming. In this case, a discrepancy record shall be written and dispositioned in accordance with MPR 8730.3.

c. Review data package contents, verify data package to contract requirements, verify assigned NASA Mandatory Inspection Requirements checklist, and assure proper approvals.

d. In PDTS, if the hardware is acceptable, then:

1. Enter “accepted” in the comments field (diary) and enter the assigned parts tag number(s) if applicable.
2. Change the status from “pending verification” to “accepted”. Save the changes in PDTS.
3. Print a copy of the I&AR and turn-in to the QARC with the procurement package.

e. Reject hardware/data package non-conformances detected during receiving analysis and not documented by the contractor on an approved DAR. S&MA/MSD personnel performing the receiving analysis shall reject the hardware/data package unless the Office of the Inspector General (OIG) has notified S&MA that the nonconforming product is to be confiscated and requests no notifications of rejection be provided by center personnel to the supplier. For product not confiscated by the OIG, the rejected hardware and a copy of the data package shall be returned to Property Management Division, and the PDTS shall be changed as follows:

1. In the discrepancy/problem field, select an entry from the pull-down menu or enter a unique problem description. When rejecting a purchase known to have been previously rejected, place an asterisk (*) at the start of this field.
2. In the comments field, enter sufficient information to allow the Contracting Officer to disposition the hardware.
3. In the materials rejected field, enter the line item number(s), the quantity rejected, and the description.
4. Change the status to “rejected” even if part of the shipment is acceptable. Any acceptable items shall be recorded in the comments field per paragraph 4.3(d)(1) above. Save changes to PDTS.
5. Print a copy of the rejected I&AR and turn-in to the QARC with a copy of the procurement package.

NOTE: The MSFC Contracting Officer dispositions non-conformances detected during the receiving analysis and enters dispositions into the PDTS system in accordance with MWI 4520.2. Nonconforming hardware/data packages shall not be accepted unless so directed by the

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Contracting Officer. If the Contracting Officer directs that nonconforming hardware/data packages be accepted, S&MA/MSc personnel performing the receiving analysis shall transfer the discrepancies to a Discrepancy Record (DR) and annotate the DR number(s) on the I&AR in PDTS.

f. Complete the parts tag, MSFC Form 312, and stamp the appropriate blocks for accepted hardware. Record MRB actions and deviation/waiver numbers in block (21), Configuration Data Section of the parts tag. **NOTE:** When project quality engineering requirements specify test, enter "test" and route the parts for testing.

g. Initiate log books in compliance with MWI 8730.1 when specifically required by the released engineering drawing.

h. Place items in outgoing area for pickup.

4.4 Fabrication & Assembly Operations. When hardware is fabricated by the Fabrication Services contractor, they shall perform this function as defined by their contract/procedures. For other hardware, S&MA/MSc inspection personnel shall do the following:

a. Verify the WAD package has been reviewed in accordance with QD-QA-018.

b. Verify that the WAD package contains the applicable drawings, Material Safety Data Sheet (MSDS), a copy of the latest parts tags for previously accepted hardware, deviations/waivers, EOs, EPLs, etc., for the specific operations.

c. Verify by inspection that the hardware fabrication/assembly and configuration changes to the WAD during fabrication complies with the engineering requirements (drawings, EOs, EPLs, FEO's, FEPL's, etc.), and stamp the WAD and date it as the accepted operations are completed. Document component installation by completing blocks (23) through (32) on the parts tags.

d. Record deviation/waiver numbers and DR numbers on the WAD and assure that copies are in the data package.

e. After completion of the WAD, initiate a parts tag. The parts tag shall identify the configuration of the hardware built, to include EO's, EPL's, DR's, waivers, and deviations initiated during fabrication/assembly operations/test. Also, columns 18-20 will be completed to summarize the operations that were performed per the WAD. The initiator shall stamp column 20. Blocks (33) and (34) shall then be completed and final review shall be performed in accordance with QD-QA-018.

f. Initiate log books in compliance with MWI 8730.1 when specifically required by the released engineering drawings.

g. Submit completed WAD package to QARC.

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4.5 Test Operations. S&MA and MSC inspection personnel shall do the following:

- a. Verify parts tags are presented for previously accepted hardware. Hardware with -900 parts tag will not be accepted for test unless the open work has no impact on test results/acceptability.
- b. Provide a copy of the parts tag with the hardware that is returned to Building 4705 for incorporation of EOs, drawing revisions, rework, repairs, etc. **NOTE:** For failed hardware, a DR or Squawk Tag (MSFC Tag 6) (simple rework) shall accompany the hardware. For acceptable test results, stamp and date the appropriate inspection point on the work order/WAD.
- c. Initiate a parts tag to document configuration changes to sub-tier hardware that did not receive a configuration verification previously (i.e., components removed from a higher level assembly which did not have individual parts tags when accepted as part of the integrated assembly.) Hardware removed from Next Higher Assembly (NHA) and not reinstalled on the same WAD shall have a continuation parts tag issued if they are being maintained in flight inventory. Notify QARC personnel if a scrapped part or obsolete part being removed needs to be removed from the previously submitted part tag installation data and ABCSS database.
- d. Document component installation by completing blocks (23) through (32) in the parts tag.
- e. Verify that modifications incorporated during the test program are recorded in the logbook when required by the drawing. Update the applicable parts tags.

5. NOTES (References)

5.1 OI Replacement - This instruction replaces QS-QA-001, Revision H, Acceptance Reporting Instruction, dated August 15, 2003.

6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

7. APPENDICES, DATA, REPORTS, AND FORMS

Appendix A Instructions for Initiation and Control of the Parts Tag

MSFC Form 312 Parts Tag (Inspection Report)

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8. RECORDS

<u>Records</u>	<u>Repository</u>	<u>Period of Time</u>
Copies of all parts tags (white and installed copies).	Quality Assurance Records Center (QARC) located in building 4705, room A110B	Retain until disposition notification is received from project office or associated hardware (including spares) has no potential for re-flight or reuse; then disposition per the QARC Records Plan. NPR 1441.1 (NRRS) 5/31A.1.
Written instructions from Project regarding disposition of parts tags.	Electronic and/or printed copy will be maintained in the QARC located in 4705/A110B.	Disposition per the QARC Records Plan. NPR 1441.1 (NRRS) 5/31A.1.
Copies of WAD's	QARC Building 4705, Room A110B	Retain until disposition notification is received from project office or associated hardware (including spares) has no potential for re-flight or reuse; then disposition per the QARC Records Plan. NPR 1441.1 (NRRS) 5/32.

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9. TOOLS, EQUIPMENT, AND MATERIALS

None.

10. PERSONNEL TRAINING AND CERTIFICATION

None.

11. FLOW DIAGRAM

Figure 1 Receiving Inspection Flow

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Appendix A

INSTRUCTIONS FOR INITIATION AND CONTROL OF THE PARTS TAG

1. Parts tags shall not be initiated if an entry (WAD, other work authorizing document) cannot be made in block (13). For purchased products, a certificate of compliance, as a minimum, is required to provide assurance that the item met its procurement specification requirements prior to initiation of a parts tag. EXCEPTION - parts tags can be initiated for parts/assemblies where no inspection/acceptance has been performed if an approved waiver form is issued waiving the previous inspection requirements. An entry should be made in block (21) stating, "No inspection performed, items accepted per waiver number".
2. Parts tags/continuation parts tags shall be initiated for each basic WAD and subsequent WAD revisions/supplements if the basic WAD has been completed.
3. A parts tag shall be initiated for each part number. Continuation tags shall be initiated for all subsequent work on that part utilizing the initial parts tag number. To meet the requirements of MPR 8040.2, a unique parts tag number shall be assigned to each serialized part number, except when any of the following apply:
 - a. Bulk buys of serialized off-the-shelf hardware such as EEE parts may be accepted on one parts tag by entering the lot date code in block (7) and the serial numbers in block (22).
 - b. Multiple quantities of fabricated detailed parts for which no nonconformance has altered the interchangeability and are not designated as fracture critical on the released engineering drawing, may be documented on a single parts tag with the serial numbers listed in block (22).
 - c. Non-fracture critical, non-complex assemblies consisting of a detailed part with heli-coils installed may be documented on a single parts tag with serial numbers identified in block (22). A parts tag shall be initiated against the detail parts of these assemblies.
4. Xerox copies of parts tags shall be furnished with parts issued from the storeroom when all parts (quantities) on a parts tag are not expended. Xerox copies shall be used for installation until the last item is consumed. The last installation should be made on the part tag yellow copy.
5. Once a parts tag has been issued, the parts tag must never be intentionally destroyed/discarded. If the part is scrapped, enter "scrapped per DR number...", date and sign. The parts tag shall then be forwarded to the QARC.
6. A -900 designator may be used in conjunction with the part number identification and configuration data on the parts tag. Hardware accepted in excess of or less than the released engineering drawing requirements or with an open non-conformance shall be designated as a "-900" and defined in block (21).

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7. The parts tag is a Four-Copy form and the copies shall be used as follows:

- a. The blue/green copy may be retained by the initiator or discarded.
- b. The white copy, when completed and accepted, shall be detached and forwarded to the Quality Assurance Records Center.
- c. The yellow copy shall be detached and forwarded to the Quality Assurance Records Center when the item has been installed into its next higher assembly.
- d. The manila (hard copy) will remain with the hardware data package for identification, proof of verification and acceptance.

8. MSFC Form 312 shall be completed as follows (see attached MSFC Form 312 for block numbers):

- a. **BLOCK 1.** Type and Subtype - This is a computer entry and shall be preprinted on both the original parts tag and the continuation sheet.
- b. **BLOCK 2.** Parts tag Number - This number shall be preprinted on the original parts tag and shall be entered on the continuation sheet. Above block 2, enter the Project name to which this tag is assigned.
- c. **BLOCK 3.** Part Number - Enter part number, to include dash number. NOTE: A Part Tag is required for each dash number: A “-900” designator is placed after the dash number if required per Appendix A, step 6. In block 3, distinguish a 5 from an S, a zero from an O using a slash, a 1 from an L, and a Z from a 2.
- d. **BLOCK 4.** Drawing Revision - Enter drawing revision letter. If the drawing has not been revised, leave blank or draw a dash.
- e. **BLOCK 5.** EPL Number - Enter EPL number and revision. If the EPL has not been revised, leave revision block blank or draw a dash. FEPL’s shall be released prior to Part Tag closure.
- f. **BLOCK 6.** Vendor - Enter the vendor’s name or the organization that manufactured the part. Enter OEM above block 6 if not received direct from the manufacturer. NOTE: Enter the name of the Original Equipment Manufacturer (OEM) name where possible to facilitate Alert screening.
- g. **BLOCK 7.** Serial/Lot Number - Enter S/N or lot number. If not serialized/no lot number, leave blank or draw a dash. Circle “SN” or “Lot No” as applicable.
- h. **BLOCK 8.** Part Name - Enter part name as specified on drawing title block.

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- i. BLOCK 9. Number Accepted - Enter the number of parts accepted.
- j. BLOCK 10. Number Received - Enter the number of parts received. Sizes, weights, footage, yardage, etc. must be listed in remarks section of tag for bulk buys.
- k. BLOCK 11. Number Rejected - Enter the number of parts rejected or leave blank if none were rejected.
- l. BLOCK 12. EO Numbers - Enter the EO's that have been accomplished. Leave blank or draw a dash if none incorporated. FEO's shall be released prior to closure of the parts tag.
- m. BLOCK 13. I&AR/Work Authorization Document - Enter the applicable I&AR, Test Preparation Sheet (TPS), Work Order (WO), DR, or waiver.
- n. BLOCK 14. Date - Enter date of parts tag initiation.
- o. BLOCK 15. Stamp Number - Enter stamp number of individual who initiated the parts tag.
- p. BLOCK 16. WO Review Acceptance - Will not be used.
- q. BLOCK 17. Work Order Operation Number (optional) - Enter the inspection number as listed on the WAD (i.e., 005, 015, 021, etc.) or leave blank.
- r. BLOCK 18. Inspection Operation - Enter the inspection process performed, i.e., visual, dimensional, functional, environmental, etc., or summarize (i.e., fabricate per drawing, assemble per drawing, incorporate EO, etc.).
- s. BLOCK 19. Nonconformance/Discrepancy Report Number - If discrepancies were encountered, enter nonconformance report number.
- t. BLOCK 20. Acceptance - The parts tag initiator shall stamp this column.
- u. BLOCK 21. Configuration Data - Enter complete definition of departure from engineering requirements (dash 900), deviations/waivers, MRB DR's, and any other additional quality data required for as-built configuration definition.
- v. BLOCK 22. Remarks - Enter remarks or notes required to explain an inspection/test operation (i.e., cleaned for LOX service, or proof tested to 250 PSI, etc.). This block may be used to record serial numbers per Appendix A step 3 or equivalent part numbers or amounts for bulk buy purchases (i.e. wire, paint, aluminum sheet, etc.).

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w. **BLOCK 23.** Project Code & Effectivity - Enter the effectivity at the time the hardware is assembled into the Next Higher Assembly (NHA).

x. **BLOCK 24.** NHA - Enter NHA that the part was installed into including dash number, revision, and EPL number, SN, and PT number as applicable.

y. **BLOCK 25.** System - Not used. Leave blank.

z. **BLOCK 26.** F/N - Enter the part find number (F/N) from the NHA engineering parts list. If installed by EO and a find number is unassigned in the Integrated Configuration Management System (ICMS), enter the EO number.

aa. **BLOCK 27.** Reference Designation – Enter the identification number of an electrical part, subassembly, assembly, or unit of an area of electrical diagrams, drawings, parts list, or wiring list when applicable. Leave blank if not used or applicable.

bb. **BLOCK 28.** Installation Work Authorization Document - Enter the WAD number that installed the part, block (3), into the NHA block (24).

cc. **BLOCK 29.** Installation Date - Enter the date the part installation was accepted, block (29).

dd. **BLOCK 30.** Stamp Number - Enter stamp number of quality assurance specialist who accepted the part installation.

ee. **BLOCK 31.** Number Installed - Enter number installed for the indicated F/N, block (26), into the NHA, block (24).

ff. **BLOCK 32.** Installation Acceptance - Acceptance stamp when the total quantity of the part for the F/N, block (26), has been installed and accepted.

gg. **BLOCK 33.** Date - Hardware accepted.

hh. **BLOCK 34.** Acceptance Stamp - Stamp when hardware is acceptable.

ii. **BLOCK 35.** Final Review - To be stamped after final review of a parts tag completed by the Fabrication Shop Contractor which has a Project imposed or S&MA Lead/QE imposed Mandatory Inspection Point (MIP) at final inspection.

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TYPE PARTS TAG NO. 2		PART NO. 3										DWG REV EPL NO.										REV.										VENDOR	
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SN LOT NO.		PART NAME										NO. ACPT.										NO. REC.										NO. REC.	
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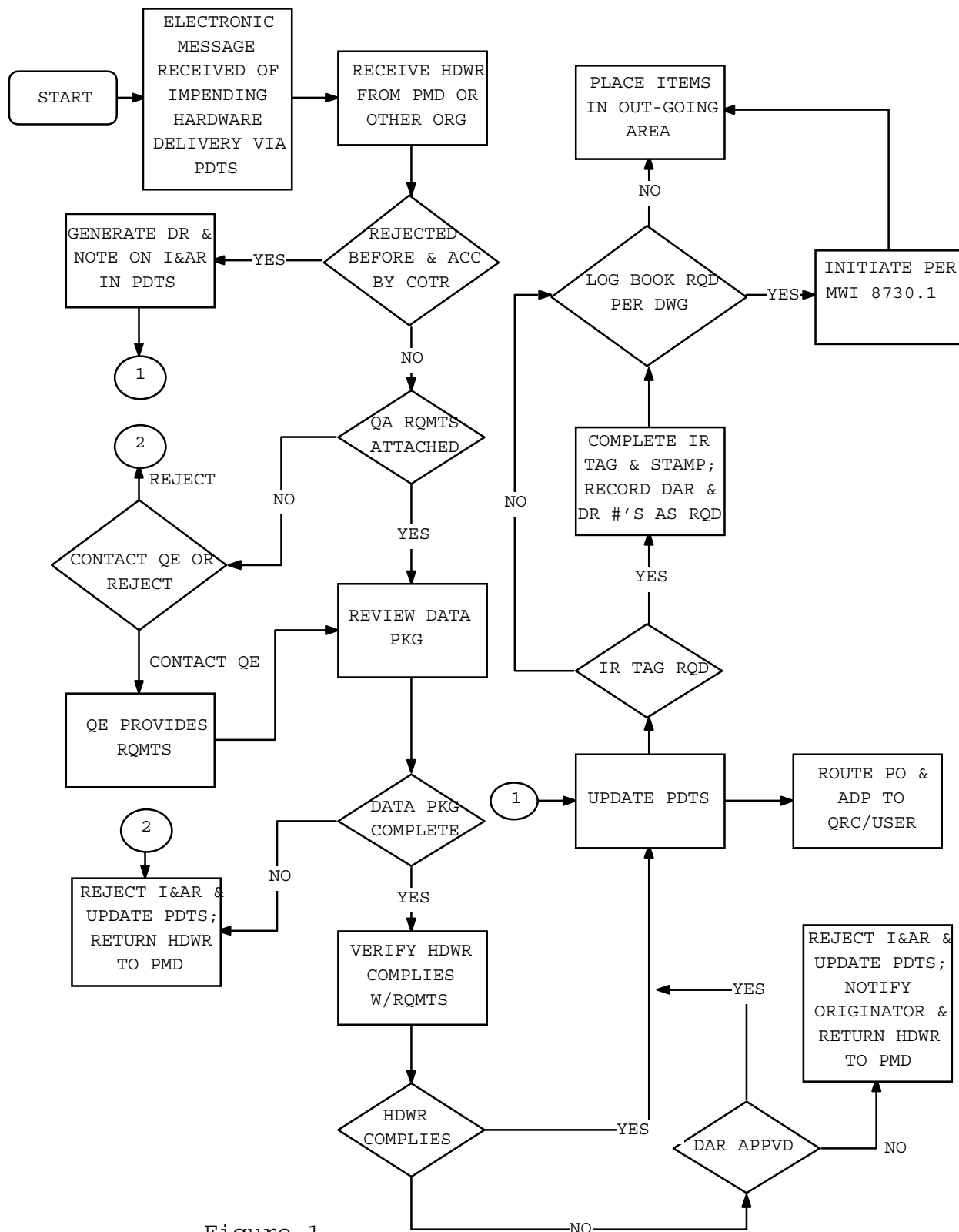


Figure 1